



U.S. Department of Agriculture
Personnel Security Bulletin #11-04
Subject: End of Year Case Processing –
Action Due Prior to September 19, 2011

United States
Department of
Agriculture

Office of the
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For Administration

Office of
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and Emergency
Coordination

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Document Security
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Issue:

Due to a high volume of investigations requests made at the end of the fiscal year, a cut-off deadline must be set to ensure those requests can be processed by the Personnel and Document Security Division (PDSD) and received by the U.S. Office of Personnel Management (OPM).

Date Issued:

August 5, 2011

Effective Date:

August 5, 2011

Scope and Effect:

This is an internal advisory document for use by USDA personnel involved in implementing USDA's personnel security program.

Supersession:

None.

Procedure:

Background investigation requests under FY11 funding must be received by PDSD **no later than September 19, 2011** to ensure processing to OPM before the close of business on September 30, 2011.

All requests must be submitted with the required attachments along with properly completed security forms to ensure prompt processing by PDSD. Incomplete packets will be returned to the submitting agency for submission in FY12.

Further Information:

For further information, please contact PDSD at 202-720-7373.